

## Juvenile Court

**Steps for Receipting/Distributing personal copy fee reimbursement, personal telephone reimbursement, or *for example* a Registration Fee for CLE Training for Costs for Class, etc.:**

From the Accounting Menu, select PF9 Post Receipts. Leave the case number, Last name, First name, Middle initial, Birth date, and Sex fields blank. Enter the Amount Received for the reimbursement, donation, registration fee, etc. Enter the Type of Receipt as \$ for money. Enter the number for the tender type in the Paid By field. Type a descriptive note in the Note field. Then, select (F16) to continue:

CAMFP - TN3270/TN5250 Connection

Session Edit View Tools Commands Help

CREATE AND POST RECEIPT

ENTER THE CASE NUMBER: OR THE NAME-SEARCH INFO:

(LAST) (FIRST) (MIDDLE) (YYYYMMDD) (SEX)

THE AMOUNT RECEIVED: 15.00

TYPE OF RECEIPT: \$ ENTER: \$ MONEY, B BAIL, H HOURS, N NON-MONEY, OR G HOLDING ACCOUNT (MONEY)

PAID BY: 1 ENTER: 1 CASH, 2 CHECK, 3 MONEY ORDER, 4 OTHER

NOTE: Personal telephone reimbursement by Jane Doe\_

PRINT ACCOUNT SUMMARY: No

NUMBER OF RECEIPT: 000218 (ENTER 'DUP' TO REPRINT A RECEIPT)

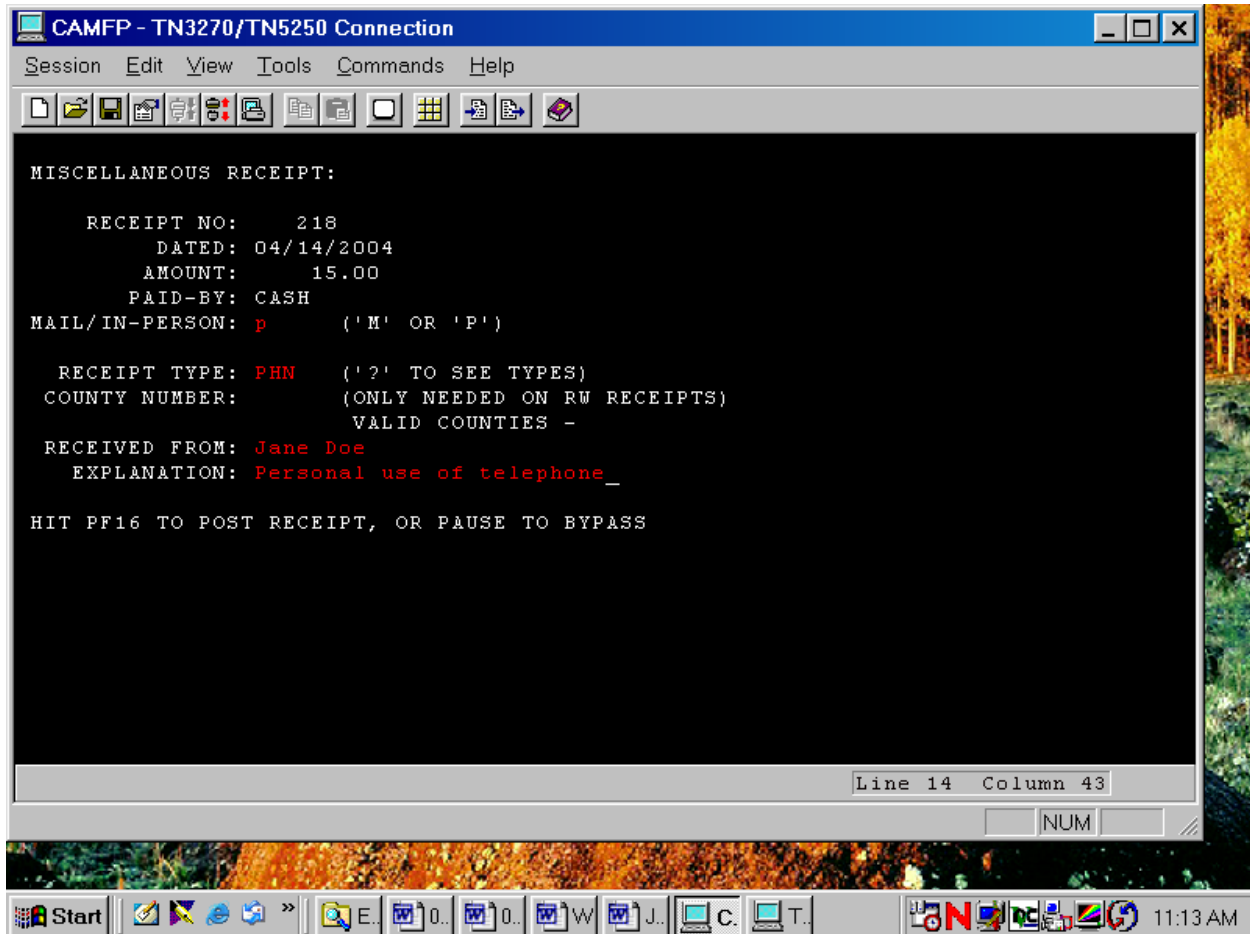
DATE OF RECEIPT: 04/14/2004

HIT PF16 TO CONTINUE OR PF1-15 FOR MENU OPTIONS

Line 16 Column 52

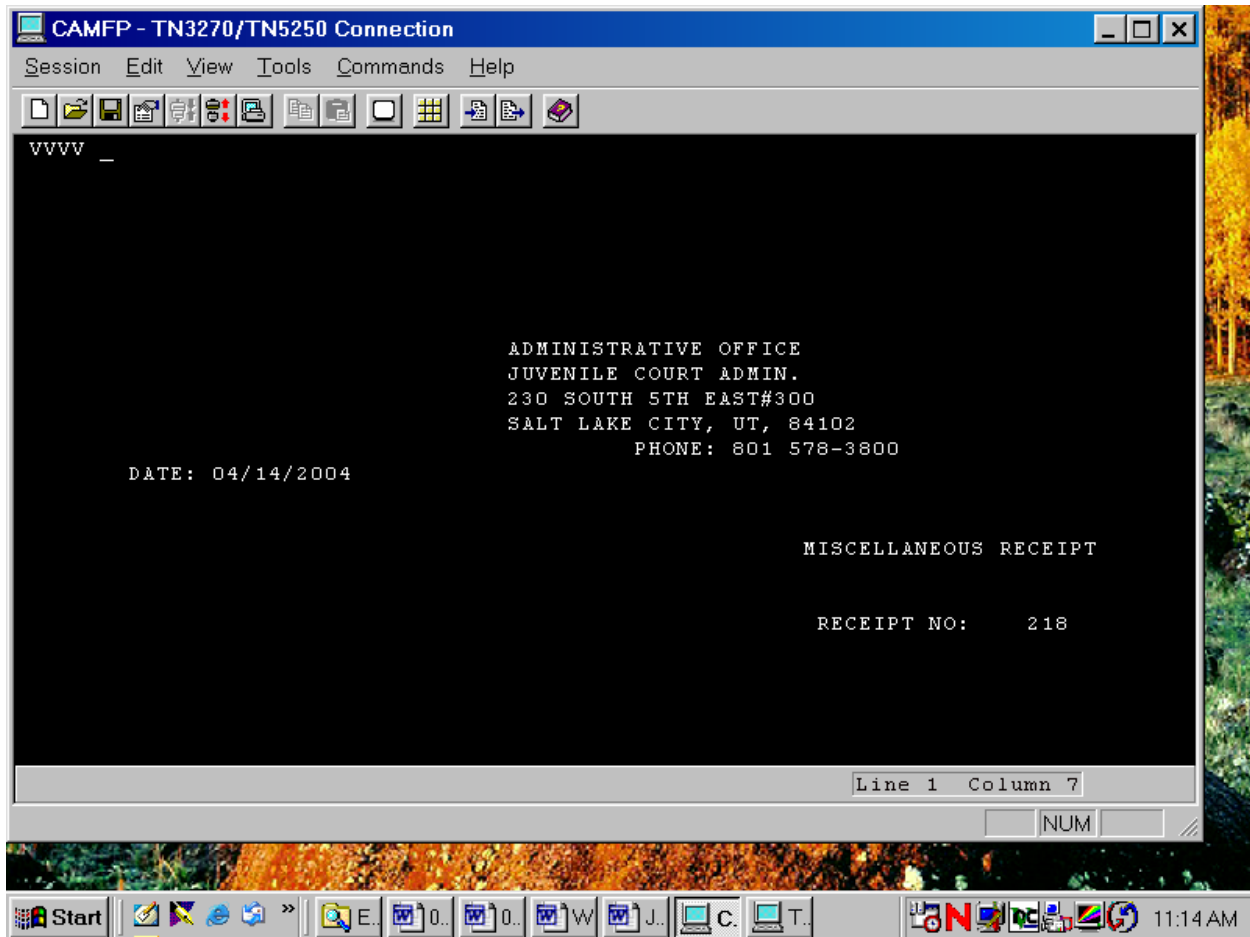
NUM

The Miscellaneous Receipt screen will display. In the Mail/In-Person field, enter M for mail payment or P for in-person payment. In the Receipt Type field, enter the 3 digit order code, e.g. PHN for Phone/Fax Reimbursement or COP - Copy Fees. Type the employee's or payer's name in the Received From field and a description of the payment in the Explanation field. Select (F16) to process the receipt:



*Draft 4/14/04*

The following print screen will display. Next to the vvvv, enter %h and the printer number and then select Enter. Two copies of the receipt will print:



The payment should be deposited with all revenue for the daily Receipt Listing. Provide a copy of the receipt to the Accounting Clerk to attach to the Revenue Distribution Report (DF55 on the JI system), along with a memo to AOC Finance Department with directions on how the funds should be distributed (org and object code). Example of the Revenue Distribution Report (DF55):

VVVV \_

DF-55 STATE OF UTAH  
(JUV.CRT., REV. 11/90)

DEPOSIT AND REVENUE DISTRIBUTION

JUVENILE COURT

COURT ADMINISTRATOR

DEPOSIT DOC. NO.: 040200  
COLLECTING ORG: 0402  
BEGINNING PERIOD: 04/14/04  
ENDING PERIOD: 04/14/04

COURT LOCATION: ADMINISTRATIVE OFFICE

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ACCOUNTING DISTRIBUTION  
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FCD	ORG	ACCT	ACTIVITY	REVENUE SOURCE	AMOUNTS
PH	:	6132	:	PHONE/FAX REIMBURSEMENT	15.00
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Line 1 Column 7

NUM